



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Diversity and Equity

Reports to: Chief Academic Officer
Department: Diversity & Equity
Compensation: EL 8
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Responsible for overall operation of the District with reference to diversity and equity.

Qualifications/Job Requirements:

Education:

- Master's Degree

Specialized Knowledge, Licenses, etc:

- Must possess administrative certification.

Experience:

- Minimum of ten years experience in school administration.

Customer Contacts

- **Internal**
 - Schools
 - District departments
- **External**
 - Community leaders
 - Community partners

Duties and Responsibilities:

- Monitors district activities to ensure compliance with the regulations of the Office of Civil Rights and other state and federal agencies.
- Influences policies and practices that support quality teaching, learning and leadership.
- Works collaboratively with the District Compliance Officer and supervises the processes by which the district investigates concerns and complaints in areas of equity.
- Assists educators in creating culturally supportive learning environments that ensure high expectations for the academic achievement of students.
- Reviews and supports the development and/or evaluation of culturally responsible and responsive curricula.
- Consults with school district personnel involved in educational settings outside the classroom regarding the appropriateness of culturally diverse programs and resources.
- Assists the district and schools in resolving diverse educational issues affecting educators, students, parents, and the community.
- Provides technical assistance in the review and integration of culturally diverse materials and resources to support the curriculum within the school and classroom programs.
- Facilitates and serves as a liaison in the development and presentations of conferences, workshops, institutes, and other educational programs in collaboration with institutions of higher learning and professional organizations designed to enhance cultural appreciation and diversity programming for educators, students, and the community.
- Represents the Tulsa Public School District by advocating for diversity and equity issues for students, parents, community, and other educational programs.
- Establishes partnerships with community-based organizations that support educational programs connected to students, parents, and other community groups.
- Ensures an environment that is respectful of the community's diversity.

- Ensures “No bullying” policy is enforced in all schools.